

**Submitted:** 5/31/2013  
**Jurisdiction:** Anne Arundel County  
**Agency:** Community College  
**Division/Unit:** Document Services/Records Retention

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 759  
**MSA ID:** SE55-2940

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## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Business Office/Accounts Receivable Cashier Check out Sheet 4/20/10-4/29/10 53858- 54088	1908	14	4/20/10-4/29/10	1 cu ft.	05/31/2013	Shredding
2	Business Office/Accounts Receivable Cashier Check out Sheet 4/29/10-5/10/10 54089- 54315	1908	14	4/29/10-5/10/10	1 cu ft.	05/31/2013	Shredding
3	Business Office/Accounts Receivable Cashier Check out Sheet 5/10/10-5/17/10 54316- 54489	1908	14	5/10/10-5/17/10	1 cu ft.	05/31/2013	Shredding
4	Business Office/Accounts Receivable Cashier Check out Sheet 5/17/10-5/21/10 54490- 54621	1908	14	5/17/10-5/21/10	1 cu ft.	05/31/2013	Shredding
5	Business Office/Accounts Receivable Cashier Check out Sheet 5/21/10-5/28/10 54622- 54818	1908	14	5/21/10-5/28/10	1 cu ft.	05/31/2013	Shredding

### Destruction Certification

Allen S. Kogut

**Signature**

Records Retention Specialist

**Title**

5/31/2013

**Date**